



State of Hawaii
Department of Budget & Finance
Unclaimed Property Program

Business Claim Instructions

This information applies if you are filing a claim on behalf of a business.

1. Complete and sign a Claim for Return of Property Presumed Abandoned form.
 - a. All claimants must sign a claim form
 - b. Notarized signatures are required for claims:
 - Valued at \$50 or more
 - Consisting of stock or mutual fund shares
 - Consisting of safe deposit box contents
2. Claimants must include a copy of documentation proving ownership of the property.

The image shows a sample of the 'CLAIM FOR RETURN OF PROPERTY PRESUMED ABANDONED' form. A large 'Sample' watermark is overlaid on the form. The form includes sections for 'Owner Information' and 'Reporting Company'. The 'Owner Information' section is highlighted with a red box and labeled 'A. Owner Information'. The 'Reporting Company' section is highlighted with a red box and labeled 'B. Reporting Company'. The 'Property Description' section is highlighted with a red box and labeled 'C. Property Description'. The form also includes a 'Notarized Signature' section.

Proof of ownership connects a business to information provided by the reporting company in Box A:

- Reported Owner Address **OR**
- Reporting Company listed in Box A of the claim form

<u>Reported Owner</u>	<u>Reporting Company</u>	<u>Property Description</u>
Owner: ALOHA HAWAII	Name: EXAMPLE	CHECKING ACCOUNTS/DDA
Co-Owner:	Address: 250 S HOTEL ST	Acct #:
Address: PO BOX 150	HONOLULU HI	Amount: 0.01
HONOLULU HI 96810		

Documents commonly accepted as proof of the reported address and/or proof of having conducted business with the reporting company are:

- Cancelled Check
 - Postmarked Envelope
 - Tax Return
 - Utility Statement
3. Submit a copy of documentation evidencing your authority to sign the claim form on behalf of the business. Documents commonly accepted are the Annual Corporate Exhibit or a Corporate Resolution.
 4. Submit a copy of documentation evidencing your position in the business. Documents commonly accepted are a business card or company identification.
 5. Submit a copy of documentation evidencing the federal identification number of the business.



State of Hawaii
Department of Budget & Finance
Unclaimed Property Program

Business Claim Instructions - continued

6. Submit the claim to the State of Hawaii Unclaimed Property Program:
- a. Claim form
 - b. Required documents listed above
 - c. Required document(s) listed from the Business Claim Considerations page

State of Hawaii
Unclaimed Property Program
P.O. Box 150
Honolulu, Hawaii 96810

You will be notified if additional documents are needed to process your claim.

Should you have any questions call the State of Hawaii Unclaimed Property office at (808) 586-1589.



Business Claim Considerations

This information applies if you are filing a claim on behalf of a business. If the statement applies, submit the appropriate documentation.

*** I am filing a claim on behalf of a dissolved business.**

Contact the State of Hawaii Unclaimed Property Office prior to filing a claim to be advised of required documentation.

*** I am filing a claim for stock or mutual fund shares.**

Claimants are advised to contact the State of Hawaii Unclaimed Property Office prior to filing a claim for stock or mutual fund shares. Claimants filing for stock or mutual fund shares must submit a completed, signed, and dated IRS Form W-9.

*** I am filing a claim for safe deposit box contents.**

Claimants are advised to contact the State of Hawaii Unclaimed Property Office prior to filing a claim for safe deposit box contents. Claimants filing for safe deposit box contents must submit a receipt from the financial institution evidencing payment of fees or a letter from the financial institution stating that no fees are due.

*** I am filing a claim for a cashier's check.**

The original cashier's check is required to process the claim.